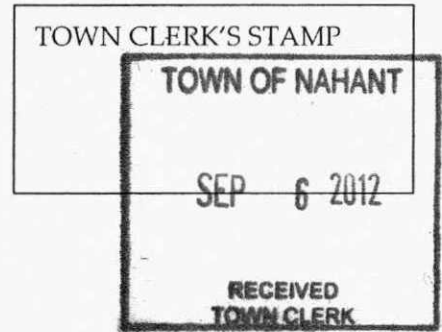


Pursuant to MGL 30A,S 18-25 all meeting notices must be filed and time stamped in the Town Clerk's office and posted at least 48 hrs prior to a scheduled meeting(excluding Sat, Sun, & holidays)



MEETING NOTICE NAHANT BOARD OF ASSESSORS

MEETING TO BE HELD ON: THURSDAY, SEPTEMBER 13, 2012: OPENING AT 7:30PM

LOCATION: NAHANT ASSESSOR'S OFFICE-TOWN HALL: 334 NAHANT RD

SIGNATURE OR AUTHORIZED PERSON & DATE: Sue K. Henderson, Asst Assr

AGENDA ITEMS

- I. Chairman To Take Roll Call:** MSR _____ DPH _____ SKH _____
Guest(s): _____
- II. Administrative Responsibilities:** Meeting Notice 9/13/2012, Approve Minutes 7/26/2012, Employee attendance, July & August Monthly Absentee Report, Emails & Correspondence, 2012-MAAO Annual Clerks Meeting on 9/20/2012, Middlesex County Assessors Association Summer Event on 09/20/2012, Prior Participate in Tax Classification Hearing on 09/13/2012, Attorney General Martha Coakley: FAQ: Application for Tax Abatement or Exemption, RMV Message Update.
- III. Financial Items:** Monthly Abatement & Commitments Reports, Vouchers, Semi-Annual Year 2012 Statistical Report, ATB-Case Status for Sprint, Nahant Quick Sales Report.
- IV. Department Of Revenue (DOR):** Correspondence, IGR's, Bulletins, City & Town article-legislative updates/mandates and/or interim details, Municipal Calendar **September 2012**, etc... (Summary conducted by Asst. Assr.)
- City & Town Article: Assessors read email copy from the **DOR:**
September 15: Accountant/ Assessors: Jointly Submit Community Preservation Surcharge Report
This report (CP-1) is a statement of the prior year's net Community Preservation Surcharge levy, and is used to distribute state matching funds on November 15.
 - Municipal Calendar **September 2012**
- V. Assistant Assessor's Report:**
- Supplement to the Attorney General's Open Meeting Law Guide
 - Letter (8/29/2012) from Mass. Information Technology Division State Funded Project Update on Mapping Dimensional Update Mass GIS, Level 3 Standard.
 - DLS Strategic Plan to enhance Gateway Performance.
 - Small Businesses Report for Commercial Tax Classification Hearing. (Confidential)
 - Kelly Ryan -Boat Excise conversion up for discussion.
 - Status of Current Town's Audit ending June 30,2012
 - WTI/DNC Contd. Billing Project. Status
 - WTI -FY2013-R/E & PP Tax bill language update.
 - WTI-FY2013 Personal Property may not have the proper language und for the tax bill under IGR no. 12-201.

Any unforeseen/ unexpected business that comes after the posting of this meeting **MAY** be included on the BOA Agenda.

VI. Calendar: Next BOA Meeting: September , 2012 @ 7:30pm

VII. Adjournment: on completion of business.